



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
280TH BASE SUPPORT BATTALION
DIRECTORATE OF PUBLIC WORKS
CMR 457
APO AE 09033

OCT 17 2003

AETV-WG-SMV

Standing Operating Procedure (SOP) for Askren Manor Recycle Center
(AMRC)

1. References:

- a. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.
- b. USAREUR Regulation 200-1, Environmental Quality Program, 9 Dec 93 (w/Ch 1, 1994).
- c. 98th ASG Regulation 200-1, SORT Program, 31 May 94.
- d. 280th BSB Hazardous Waste Management Plan, 01 Jul 99.

2. **Purpose:** To provide US civilians, soldiers, and family members guidance on the collection of certain recyclable materials.

3. General:

a. The Askren Manor Recycling Center (AMRC), Bldg #560, is located at Askren Manor, at the intersection of Lee Street and Maple Street.

b. Every US ID-card owner of the 280th BSB is authorized to enter and deliver any items/materials suitable for recycling to the yard - in domestic quantities.

c. The yard is open from Monday through Saturday including German and US holidays. Exceptions are January 1st and December 25th. The yard is closed on these days and every Sunday.

Operating hours March through October:

Monday through Friday: 08:30 to 13:00 hrs 14:00 to 18:00 hrs
Saturday: 08:30 to 14:00 hrs

Operating hours November through February:

Monday through Friday: 08:30 to 13:00 hrs 14:00 to 17:00 hrs
Saturday: 08:30 to 13:00 hrs

d. During extreme weather conditions, the AMRC is closed. The yard may also close if the telephone malfunctions and the attendant has no means to contact emergency services.

e. Customers are reminded, they enter the ARMC at their own risk.

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d. Exercise caution when a vehicle is moving inside the yard; generally, this is only authorized at walking speed and with a ground guide.

e. Avoid leaks of hazardous substances into the sewer and ground. Enforce the Community Spill Prevention and Clean-Up Plan.

f. In case of accidents, fires, development of smoke - gases - fog or steam, noxious fumes, etc., the yard must be cleared of customers immediately! The US-Fire Department must be notified without delay - Tel: DSN 353-8645, 354-6645, or Civ: 87711.

8. Provide complaints, comments, or suggestions for improvements, in writing, to: DPW EMO, CMR 457, APO AE 09033, Attn: Mr. Rueckert, Tel: DSN 354-6795. In urgent cases, call DSN 354-6795 directly.



KARI K. OTTO
MAJ, EN
Director, Public Works

Encls
Annex 1
Annex 2

ANNEX 2

Responsibilities and Duties of AMRC Personnel:

1. The recycling yard operator will not leave the recycling center during operating hours (except for emergencies).
2. Open up the yard and the containers at the latest 5 minutes prior official opening time to ensure that the equipment is fully functional.
3. Close and secure the yard and the containers right after closing time.
4. During winter season, remove snow and ice from the entire yard including the driveway, three parking spaces, and the sidewalk leading to them.
5. Sweep fallen leaves in the yard including the driveway, three parking spaces, and the sidewalk leading to them. Put material in the organic material container.
6. Police and operate all containers in the recycling yard.
7. Accept and sort smaller amounts of hazardous waste into the plastic drums provided.
8. Ensure all safety regulations in the area of the recycling center are followed.
9. Coordinate emptying of full containers and document it.
10. Supervise and advise customers in proper sorting.
11. Provide accurate information to customers seeking help.
12. Supervise customers unloading bulky and heavy items.
13. Keep office container in neat and clean condition (incl. restroom).
14. Record number of customers per day (count per hours, days, weeks, months, and year).
15. Issue informative material, as well as paper and plastic bags to customers.
16. Remove material left in front of and behind the entrance gate during closing time. Sort and place in the proper containers.